Happy New Year!

Welcome to 2017! I hope December was restful and relaxing. Workday Finance has reached a big milestone as the team has started building the User Acceptance Testing (UAT) tenant. This tenant will be utilized over the next few weeks as the Finance User Network (FUN), Finance Advisory Council (FAC), Finance Advisory Board (FAB) members, existing Cost Center Manager's (CCM), Senior Business Officer's (SBO), and Finance Business Process Initiators (FBPI) are invited to participate in testing.

Departmental testers will begin the first phase of UAT February 6. During this phase, testing for departmental finance functions will be geared toward business processes initiated or approved in Cost Centers, including costing allocations, payroll accounting adjustments, expense reimbursements, PCard reconciliations, and purchase requisitions.

The second phase of UAT will be targeted to central offices including the Controller's Office, Office of Research Administration, Treasury Operations Departments, and Procurement and Supply Chain Services.

The outcome of both phases of testing will include error resolution, identification of enhancements to usability, and clarification of new roles. It will also help the training team identify areas of functionality that may require additional training or supplemental resources.

The team is definitely in countdown mode working hard toward the June 1 go-live date!

- Theresa Ashman

Meet the Team

Bertha Lorente   Kelsey Tardiff

Each month, the Workday Finance Team would like to introduce you to two different members of the team. This month, meet Bertha Lorente and Kelsey Tardiff.

Bertha Lorente is a Workday Finance functional team member, focusing on Accounting with an emphasis in Endowments, Gifts, and Banking configurations. She works with integrations related to Raiser's Edge and Bank of America. Bertha is originally from Cuba, but has lived in Miami since she was a teenager. She stayed local to study accounting at Florida International University. Bertha spends her free time keeping up with her five grandchildren, and attending soccer and baseball games as their biggest fan. To relax, Bertha enjoys quiet time by the water.

Kelsey Tardiff is the Deloitte Change Management Lead. She works closely with the Change Management Team to design strategic communications, training, and additional activities to ensure that the University has a seamless transition to Workday Finance. Kelsey earned her undergraduate degree from Cornell University and a Master's in Public Policy from the University of Chicago. She enjoys traveling, experimenting with new recipes, and playing pub trivia. Her favorite type of music is classic rock, which really translates to lots and lots of Bruce Springsteen. Kelsey has too many favorite books to list, but recommends that anyone who's read The Goldfinch by Donna Tartt, should read Donna's first book, The Secret History.

FRS Account Crosswalk Validation Exercise

From December through early January, Cost Center Managers (CCMs) and their finance staff worked diligently on the FRS Account Crosswalk Validation Exercise. During the exercise, 28,000 FRS accounts were provided to CCMs in a crosswalk to see how their accounts would be converted into the Workday Financial Data Model (FDM). This effort provided critical information for the build of the UAT tenant including the identification of new Cost Centers. At this point, approximately 84% of FRS accounts were evaluated. Instructions will be provided shortly on any changes that might be required in FRS as a result of this exercise.

CCM Forum

Cost Center Managers (CCMs) and Senior Business Officers (SBOs) attended a CCM Forum to learn about the recent Workday Finance progress. This Forum highlighted future awareness training focused on the Financial Data Model (FDM), Grants, Gifts, and Workday Security, as well as plans for User Acceptance Testing (UAT). Click here to review the PowerPoint presentation from the CCM Forum held at the Coral Gables campus.

A separate forum was held on the Medical campus geared toward UHealth Leadership. While similar material was covered, this particular forum focused on the implications of the multi-company structure for UHealth specifically.

Click here to watch the recording of the CCM Forum held at the Medical campus or review the PowerPoint presentations.

FDM 101 Series Webinar

The Financial Data Model (FDM) 101 Webinar familiarized participants with the new Workday FDM dimensions, including Company, Cost Centers, and driver Worktags. The webinar included examples of translating FRS accounts to the new FDM, and provided a demonstration of a sample transaction with costing.

FDM Worktags – Costing Elements

If you are interested in learning more, please visit ULearn after Feb. 7, 2017 to access this online Computer Based Learning (CBL) module. To access this CBL, search for the keyword: **"FDM101,"** or by the complete course name: **"Workday FDM 101."**

Reporting Definitions

A new business intelligence (BI) solution will be available on June 1 and will contain detailed financial data. Training will be available to users who have a need to access the new tool later in the spring.

Users will be able to run reports based on FRS (legacy) values as well as the new Workday FDM values. DOLFIN will also be available and will contain similar data, including new FDM values.

When thinking about running a particular report, it is helpful to think of it grouped by a particular type. For each type of report, instructions will be provided later in the spring as to whether users should use Workday, the BI solution, or DOLFIN. Examples of types of reports are below:

- **On-Demand Reports:** These are standard or custom reports available in Workday that can be run when needed, depending on security role. On-demand reports are generally run on a regular basis and tend to be operational in nature (see later definition). These reports will be available in Workday (Drillable within Workday and exportable to Excel for additional analysis).
    - *Examples: Listing of open purchase orders, budget vs. actuals, etc.*
- **Ad Hoc Reports:** This is a custom query to answer a particular question. This type of report requires more advanced report-writing skills and may be used only once. The need typically arises as a request from higher levels in the organization and report outcome would generally be needed to make a decision.
    - *Examples: "How many expense reimbursements over $1,000 did we make to staff vs. faculty in 2017?"*
- **Operational Reports:** These are generally on-demand, but could be formalized versions of an ad hoc report. They are used to monitor operations, trigger actions, or reconciliations and are generally run on a regular basis.
    - *Examples: Budget vs. actuals, accounts receivable aging reports, etc.*
- **Longitudinal (Trend) Reports:** These are generally aggregated reports (a school vs. an individual program) and spanning more than one fiscal year.
    - *Examples: Year over year comparison of budget vs. actuals, multi-year P&L, etc.*
- **Historical:** These represent legacy data that pre-dates Workday Finance or Workday HCM.

Help Wanted!

The Workday Finance project team has openings for temporary positions. This is a great opportunity for graduate students or casual workers. Please refer to the list of available opportunities below. If you know someone who might be interested, please have them contact Theresa at: t.ashman@miami.edu for instructions on the application process.

- **Business Process Analysis:** Individual(s) to assist central offices with reimagining their operations in light of the implementation of Workday Finance. Candidates interested in this opportunity should have experience or education involving business process redesign, workflow analysis, workflow optimization, and business process reengineering. Excellent verbal and written communication skills required; proficiency with Microsoft Office and Visio also required.
- **Data Conversion Validation/Reconciliation:** Individual(s) will help the Accounting and Budget team by analyzing Excel spreadsheets and helping reconcile data from FRS or other systems into Workday or the data warehouses. Excellent verbal and written communication skills required; expert-level proficiency in Excel with attention to detail required.

Both opportunities are available now through June, with the possibility of an extension.

FAQs

- **How will Interdepartmental Requisitions (IDR) be handled in Workday?**
    - It depends on the nature of the transaction. For research and non-research core facilities, a Workday function called Internal Service Provider will be used. For other types of transactions previously done in IDR accounting journals, intercompany journals, or other business processes would be appropriate. Additional details will be provided in training.
- **How will non-employee reimbursements be handled now that they're going to be done in Workday Finance?**
    - Non-employee reimbursements will be handled similar to the reimbursement of employees – by using a process called Create Expense Report. Additional information will be provided in training on how to do this.
- **How will miscellaneous cash receipts/deposits be handled?**
    - Deposits will be handled through a process called Ad Hoc Bank Transaction where the area recording the deposit would be able to do so within Workday. Additional information will be provided in training.

Security Roles

A pre-recorded Security 101 webinar, explaining the new roles and how they interact in various business processes, will be available in the next few weeks. Shortly after this webinar, CCMs will be asked to identify whom should be assigned to the new roles in an effort to facilitate role-based training. By the end of April, CCMs will be asked to identify what organizational elements the various roles should be assigned to (e.g. which Cost Center(s), which Program(s)).
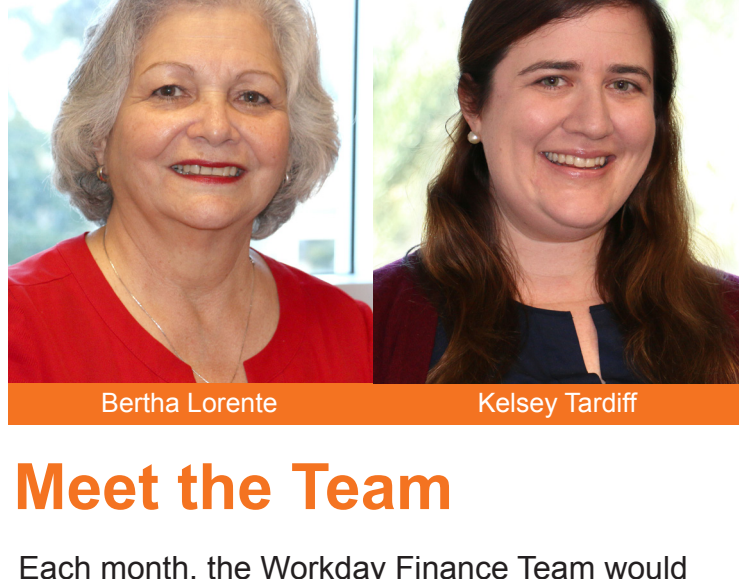
Coming Up!

Stay Tuned

Keep an eye out for emails announcing upcoming testing and training opportunities scheduled at both the Gables and Medical campuses. Sessions will be tailored to specific audiences, so make sure to reserve your spot if you receive an invitation email.

In February, pre-training will be available via ULearn for the following topics: FDM 101 (strongly recommended prior to attending UAT), Security 101 (recommended if you'll be involved in assigning roles), Grants 101, Gifts 101.

Drop-in labs will be available in May prior to go-live to practice business processes learned in training.

Changes to Workday HCM

The following changes were made to Workday HCM in the past month:

- **New Hire Process for Students:** Student employees will now be hired into a primary job using one of two job profiles: Student Position-Bi-Weekly or Student Position-Monthly. These job profiles have no compensation. All paid positions will now be added as an additional job. Student employees will be required to complete the Form I-9 before an additional job may be successfully completed.
- **New Minimum Wage:** Florida has raised the minimum wage to $8.10 per hour effective Jan 1, 2017. This change only impacts student employees.
- **New Performance Appraisal process – TALK for Success:** The first phase is being implemented in Fiscal Year 17. HRIS is creating the new performance appraisal template in Workday and related business processes to support it.
- **Manage Certifications Alerts – 90, 60, 30 Days:** Alerts are being removed for the following employee types: Faculty, Faculty-Intermittent, Faculty-VA, Faculty-UMMG, and Faculty-UMMG VA.
- **New Short Lunch Check/Auto Correction:** FLSA requires employees be paid for lunch breaks less than 20 minutes. New configuration will add this time as paid without any Timekeeper edits.

Important Links

- **Log in to Workday**
- **Finance Advisory Board**
- **Finance Advisory Councils**
- **Training Resources**
- **Communications**

If you have questions related to Workday, please contact the UMIT Service Desk at: (305) 284-6565 or itsupportcenter@miami.edu.

Connect

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